FilmL.A., Inc.
1201 W. 5th Street, Suite T-800
Los Angeles, CA 90017
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00058876-C **Type of Permit:** FILMING **Release Date:** 11/28/2012

Production Company UNIVERSAL NETWORK TELEVISION LLC

Insured Company Name UNIVERSAL NETWORK TELEVISION LLC

Contact Phone No. 1 818-777-1000
Contact Phone No. 2
Fax 310-969-1100
Address 100 UNIVERSAL CITY PLAZA, BLDG 1320/PH 1
UNIVERSAL CITY, California 91608

Production Title THE OFFICE #9013

Type of Production TV Sitcom

Producer Steve Burgess

Director Kelly Cantley

1st AD Rusty Mahmood

Production Manager Meredith Zamsky

FilmL.A. Coordinator Tim Overbeck

Location Manager Kyle Alexander
Primary Phone Mobile - 310-909-9064
Secondary Phone Office - 818-786-6666

Location Assistant Kyle Alexander
Primary Phone Mobile - 310-909-9064
Secondary Phone Office - 818-786-6666

Fees

LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE	$266.00
FILMLA FILM PERMIT RIDER FEE	$100.00
LA CITY DEPT OF REC AND PARKS BASECAMP ONLY USE FEE	$450.00
LA CITY DEPT OF REC AND PARKS MONITOR ADMIN FEE	$76.00

Total Permit Fee $892.00

Number of Locations 1

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Summary Information

Location

Permit Number	F00058876-C	**Location Manager**	Kyle Alexander
Production Company	UNIVERSAL NETWORK TELEVISION L...	Primary Phone	Mobile - 310-909-9064
Insured Company	UNIVERSAL NETWORK TELEVISION L...	Secondary Phone	Office - 818-786-6666
Production Title	THE OFFICE #9013		

Location Address 118 FRWY., VENTURA BLVD., LANKERSHIM BLVD., 5 FRWY., TOPANGA CANYON BL., (INCLUSIVE, EXCLUDING FREEWAYS/HIGHWAYS AND CITY OF BURBANK), LOS ANGELES, CA, 91364

Location Type Driving grid

Film Dates 11/29/2012 - 12/29/2012 07:00 - 14:00 31 days

Open or Closed to the Public Open

Generic Conditions
All Vehicles must be parked legally.
Must comply with attached Rec & Park Conditions
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with merchant activity
No stopping and setting up in residential areas before 7am or after 10pm without prior approval
No stopping or setting up in front of merchants or residents without prior approval
Number of uniformed officers listed on the permit is a minimum requirement. Permittee remains responsible for deploying a sufficient number of uniformed officers to provide traffic and crowd control to ensure the safety of the film crew and the public.
Traffic control must be done in accordance w/MUTCD
Traffic Officers Required
Uniformed officers shall have a copy of the film permit in their possession and are required to confirm that all traffic control signage devices are in place.

Please see attached document 58876-C - Balboa Lot.pdf

Equipment on Location

Type	Quantity
Camera cars	2
Picture vehicles	2
Process Trailer	1

Personnel on Location

Type	Quantity
Cast	5
Crew	10
Off-Duty/Retired LAPD Officer(s)	4

Filming Activities Intermittent traffic control - 2 minute standard (except 0700-0900 hrs & 1500-1900 hrs); Exterior dialogue; walk & talks; driving shots; tow dolly; drive ups, bys, aways & car to car; Process trailer; camera in tow; Camera/equipment on sidewalk/street;;

Jurisdiction **Political:** Los Angeles City - Council District 12 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

Thomas Guide **Page:** 560/561/562/530/531/532 **Grid:**

Approvals LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE — Joanne Luna
LOS ANGELES POLICE DEPARTMENT — Sam Park

Coordinator Note RIDER C -
* ADDS RAPG APPROVAL FOR 11/29
* COLLECTS FEES

Parking

Base Camp
Location Type : Filming Location
Parking Notes

Crew Parking
Location Type : Filming Location

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Base Camp/Parking @ Balboa Sports Center on 11/29 only
RAPG #38118

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PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

- **Ok to Base Camp Vehicles/staging area at Balboa Lot between Soccer and Baseball field on 11/29/12.**
- **Ok to Park Vehicles from 7am-2pm.**
- **Must make sure to leave employee and handicap spaces available.**
- **Company does not have exclusive use of the Parking Lots.**
- **Must work around Park Patrons**
- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.
- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- Film permits do not provide exclusive use of a park or recreation area.
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these

NOT A PERMIT

guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.

- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.

F-58876-C

UNIVERSAL NETWORK TELEVISION LLC-THE OFFICE

(BALBOA LOT BTWN BASEBALL & SOCCER FIELDS)

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